

USING THE DEPARTMENT AS A PROVIDER

In the CAPS system, it is necessary at times to use the Department as a provider. An example of this would be a removal service. When you put a removal service into CAPS it is required to put in a provider, which in most cases would be the Department worker. Another example of when to use the Department as a provider would be for services you are providing to the client in the capacity as their worker (for example – case management, resource and referral, etc.)

Instead of putting every social worker, youth court worker and licensing worker in the system as a provider, it is better to put each county/judicial district office in as the provider and then you can identify the name of the worker in the COMMENTS section on SERN (Service Detail: Non-Payable). It is also good to differentiate between CPS, licensing or youth court workers.

You will need to search in PROS (Provider Search) to be sure the provider has not been entered previously. If not found, then you will need to F11 to go to PROE (Provider Entry) to enter this new provider. This provider would be entered as a NON-LICENSED/NON-CONTRACTED provider. You will need to complete the required information on the PROD (Provider Detail) screen. It is not necessary to identify services on FSPL (Facility Services Provided List) since the services that will be provided will all be non-payable services that are entered on the SERN screen.

An example of the format to name providers:

LEWIS AND CLARK CPS
CROW TRIBAL SOCIAL SERVICES
MINERAL COUNTY YOUTH COURT